

DRAFT

**BROWNFIELDS ASSESSMENT COOPERATIVE AGREEMENT
WORK PLAN**

FOR
CITY OF NEW BERN, NORTH CAROLINA
JUNE 16, 2009

Submitted by
CITY OF NEW BERN
Department of Planning and Inspections
P.O. Box 1129
New Bern, North Carolina 28563-1129
Sue Steinhauser

Community Development Coordinator
(Brownfields Project Manager)
(252) 639-7586
steinhausers@newbern-nc.org

**ASSESSMENT COOPERATIVE AGREEMENT WORK PLAN
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1.0 PROJECT OVERVIEW

- **Project Description**

The objective of the City of New Bern's Brownfields Assessment Program is to identify, assess, and remediate hazardous substance and petroleum sites for redevelopment. A formal inventory will be created and prioritized based on their potential for economic impact, ability to protect human health, and environmental benefit. Phase I environmental site assessments (ESAs) will be conducted for selected sites. Phase II ESAs will then be conducted for sites meeting the criteria. We anticipate identifying 10 hazardous substance and 10 petroleum sites for Phase I ESAs and three (3) hazardous substance and five (5) petroleum sites for Phase II ESAs. We will then initiate planning for remediation of sites identified as contaminated with a view to submitting an application for a Brownfields Cleanup Grant.

The desired outcomes of the City's project are:

- Complete Inventory of potential Brownfields sites
- Assessment of designated priority sites
- Cleanup of contaminated properties
- Redevelopment of the properties for commercial and/or residential use as identified in the *City of New Bern Urban Design Plan 2000*
- Revitalization of the Five Points and Riverstation areas and Broad Street Corridor.

Founded in 1710, the City of New Bern is the second oldest city in North Carolina. It served as the colonial capital and, following the American Revolution, as the state's first capital. The city abounds with historical traditions and distinctive cultural charm. It contains over 150 historical landmarks, many dating back to the 18th century.

Sitting at the confluence of the Neuse and Trent Rivers, New Bern is only 35 miles from the Atlantic Ocean. This strategic location led to the City's being a major port and trading center. Much of the river front was dedicated to use by the lumber industry. By 1916, New Bern had 16 lumber mills and a thriving pitch and turpentine trade. Other exports included tobacco, cotton, and other agricultural products.

During the mid-twentieth century, many of the lumber and shipping industries closed down and the once bustling downtown area was largely abandoned. Over the past twenty years, residents, business owners and the City have worked together to successfully revitalize the downtown area which included development of the *New Bern Urban Design Plan*.

The *New Bern Urban Design Plan 2000* is a tool to guide development within the City of New Bern in a manner that will encourage economic and community development while retaining the existing character of the neighborhoods. It was developed through meetings with community and business members, city staff,

elected officials, and other stakeholders. It specifically addresses the areas of Five Points, Riverstation and the Broad Street corridor.

The City of New Bern contains three (3) nationally designated historic districts, two of which are located on or adjacent to the river fronts. The Downtown Historic District is also a locally designated district and fronts on both the Trent and Neuse Rivers. The locally designated Riverside Historic District is located adjacent to the Neuse River. These two districts are separated by only one-quarter mile.

The Brownfields Assessment Grants will target potential properties throughout the city, but will focus primarily on New Bern's Five Points and Riverstation areas, and Broad Street corridor. The Five Points area lies just to the west of the Downtown Historic District along the Broad Street corridor. The roughly 18 block Riverstation neighborhood lies between the Downtown Historic District and the Riverside Historic District and fronts on the Neuse River.

Although the Downtown Historic District is now thriving, redevelopment of the Five Points and Riverstation areas has not been as successful. Working with residents and business owners of the Five Points, Broad Street and Riverstation areas, the City of New Bern developed the *Urban Design Plan 2000* which addresses redevelopment of these areas.

Five Points was once a vibrant commercial area where people of all racial and economic classes met to do business. In the mid 1950s, Broad Street was widened to become US-70 Business and the process of decline began. Increased commercial and residential development in New Bern's growing suburbs, such as development of the mall in the late 1970s, resulted in more people and businesses leaving the city's core. This exodus left buildings that either fell vacant or were torn down. In May of 2003, the City of New Bern Planning and Zoning Board designated a "Redevelopment Area" which covers an approximately ten (10) block area, primarily along Broad Street, within the Five Points community

The Broad Street corridor is an area approximately seven (7) blocks long that runs from Queen Street to Hancock Street and was once a thriving commercial and residential area.

The Riverstation area was once home to a vibrant working waterfront and modest residences. The area was devastated by the Great Fire of 1922. Much of the formerly residential land remains vacant, while most of the former industries have moved to other locations. The Coastal Lumber facility closed a few years ago and the property remains vacant. Other properties that remain vacant include an old fertilizer plant, ice plant and several railroad properties.

The Community-Wide Petroleum and Hazardous Substances grants will allow the City of New Bern to address health, welfare, and environmental risks to the community associated with the brownfield sites. Specifically, this EPA grant will be a critical step in protecting city residents from potential hazards stemming

from the former use of these properties as lumber mills, fertilizer plants, gas/service stations and dry cleaners. Assessment and cleanup of the sites is also critical to encouraging economic development which will benefit the entire City of New Bern. Grant funds will be used for (1) Community Outreach, (2) Site prioritization and Assessment, and (3) a site cleanup plan or Analysis of Brownfields Cleanup Alternatives (ABCA).
already begun.

- **Project Team Structure and Responsibilities**

The City of New Bern is a General Purpose Unit of Local Government as defined in 40 CFR Part 31. The City of New Bern has a council/manager form of municipal government. The Board of Aldermen (our governing council) is composed of a mayor and six (6) aldermen who are elected by the citizens for four (4) year terms. The city manager is appointed by the Board of Aldermen and is responsible for appointing the departmental directors within the city organization.

The Brownfields Assessment Grant will be managed by Land and Community Development Division of the Planning and Inspections Department. The Planning and Inspections Department is divided into three (3) divisions: Planning and Geographic Information Systems (GIS), Land and Community Development, and Building Inspections.

The Director of Planning and Inspections, Michael W. Avery, AICP, will provide general oversight of the project. The Land and Community Administrator (division head), Bernard George, AICP, will provide general supervision of the Community Development Coordinator, Sue Steinhauser, who will act as the Brownfields Project Manager.

The City of New Bern Brownfields Project Manager will be responsible for the day to day coordination of the project, including contact with the State of North Carolina Brownfields Program manager to establish a schedule and method for providing the State with regular updates. She will also ensure that the State has the opportunity to review and comment on all technical reports, including, but not limited to, the QAPP, sampling plans, Analysis of Brownfields Cleanup Alternatives (ABCAs), cleanup plans. She will ensure the State is notified of all Phase II ESAs and provided with any other information they require.

Our contact at the State of North Carolina Brownfields Program is:

Bruce Nicholson
Brownfields Program Manager
919-508-8418
Bruce.Nicholson@ncmail.net

The Brownfields Project Manager will establish and maintain the City's Brownfield Assessment Grant project files. They will be maintained on site at all times and will contain all required documents and backup information. The

Project Manager will be responsible for the day to day financial management of the project. All invoice payment requests will be signed by the Project Manager and the Director of Planning and Inspections, the Director of Finance, and/or the City Manager prior to submission to the Finance Department for payment.

The City of New Bern will contract with a qualified environmental consulting firm to perform much of the Phase I and II ESAs and the Cleanup Planning, and to assist with Site Inventory and Ranking, and Community Involvement and Communication. Legal Support will be provided by the City Attorney. Technical support will be sought as needed from other City of New Bern departments, the Craven County Health Department, and other state and local agencies.

The City of New Bern's Project Team will be composed of the Director of Planning and Inspections, the Land and Community Development Administrator, the Community Development Coordinator (Brownfields Project Manager) and the contracted environmental consulting firm. Other technical specialists may be added as deemed appropriate.

The Project Team will meet at least monthly and will communicate as necessary between meetings by telephone, email, and in person. Prior to the initial meeting, printed copies of the Cooperative Agreement Terms and Conditions will be distributed to the team members by the project manager. The initial meeting will include a thorough discussion of the Cooperative Agreement Terms and Conditions, ensuring each team member fully understands his or her role and responsibilities, and the timeframe within which the work is to be completed. Monthly meetings will be used to gauge the progress of the project, discuss and resolve difficulties that may develop, and to plan for the next month's activities.

The City of New Bern will establish a Brownfields Steering Committee comprised of city staff and local leaders on a volunteer basis to assist with site inventory and ranking and in the development and implementation of the community involvement plan. The Brownfields Steering Committee will include at least one member from each of the four neighborhood associations and other local organizations that make up the list of cooperative partners. The Steering Committee will meet at least monthly to discuss the project and upcoming community outreach activities and will also have the ability to make decisions regarding cleanup and redevelopment planning.

- **Kick-off Meeting**

The City of New Bern will coordinate a Brownfields Assessment Project kick-off meeting which will include EPA and North Carolina Brownfields staff. Items for discussion will include respective roles and responsibilities and project schedules.

2.0 PROJECT TASK DESCRIPTIONS

TASK 1 PROJECT MANAGEMENT AND REPORTING

A. Contractor Procurement:

The contractor will be procured through a competitive bid process. The procurement will be done in accordance with 40 CFR Part 31 Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments.

The City of New Bern will issue a Request for Qualifications (RFQ) soliciting qualified Brownfields Assessment Contractors/Consultants. The RFQ will be issued in August 2009, with a due date of 30 days from issuance. The RFQ will include the selection criteria and scoring procedure.

Within 30 days of the due date, the City of New Bern Brownfields Project team will make a recommendation for contract award to the Board of Aldermen. Once approved, the contract will be prepared and forwarded to the selected contractor for signature. This should occur no later than October 31, 2009. The Brownfields Project Manager will be responsible for ensuring all Federal and local procurement requirements are met.

B. Federal Grant Compliance

The Brownfields Project Manager will be responsible for ensuring compliance with the requirements of the Brownfields Assessment grant.

C. Quarterly Reporting:

The Brownfields Project Manager will ensure the quarterly progress reports are submitted to reach the EPA no later than the dates in the following schedule:

<u>Performance Period</u>	<u>Report Due</u>
July – Sept 2009	Oct 10, 2009
Oct – Dec 2009	Jan 10, 2010
Jan – March 2010	April 10, 2010
April – June 2010	July 10, 2010
July – Sept 2010	Oct 10, 2010
Oct – Dec 2010	Jan 10, 2011
Jan – March 2011	April 10, 2011
April – June 2011	July 10, 2011
July – Sept 2011	Oct 10, 2011
Oct – Dec 2011	Jan 10, 2012
Jan – March 2012	April 10, 2012
April – June 2012	July 10, 2012

The quarterly reports will be completed in the format required and copies will be sent to the following three (3) email addresses

1. EPA Region 4 Project Officer (Ertep.Serdar@epamail.epa.gov)
2. EPA's Brownfields Data Manager (bf_forms@epa.gov)
3. NC Brownfields Coordinator (Bruce.Nicholson@ncmail.net)

D. Disadvantaged Business Enterprise (DBE) Reporting (also known as Minority Business Enterprise/Women-owned Business Enterprise – MBE/WBE)

The Brownfields Project Manager will be responsible for ensuring timely submission of EPA Form 5700-52A. The reports will be submitted with the quarterly report due September 30 and April 30, of each year and will be mailed to the following address:

EPA Region 4
Grants Management Office
61 Forsyth St. 14th Fl.
Atlanta, GA 30303
Attn: Keva Lloyd

E. ACRES/Property Profile Form:

The Brownfields Project Manger will be responsible for ensuring the property specific information is submitted and regularly maintained via the on-line Assessment Cleanup Redevelopment Exchange System (ACRES) database, ensuring it correlates with the information in the quarterly reports. Information for each property will be updated when the following occur:

- a. Within 30 days of the selection of the assessment properties
- b. Completion of Phase I
- c. Completion of Phase II
- d. Completion of the grant

F. Final Performance Report:

The Brownfields Project Manager will be responsible for submission of the Final Performance Report (Final Quarterly Report). It will be submitted to the EPA Region 4 Project Officer within 90 calendar days after the expiration or termination of the award. The report may be provided to the Project Officer electronically or by mail. The report shall generally contain the same information as in the Quarterly Progress Reports but will ensure that copies of all site documents covering the entire project period have been provided to EPA, including photos of the assessment site(s). The Final Performance Report will also address lessons learned during the project both by the City of New Bern and contractor(s) in implementing the Brownfields assessment as well as successes achieved.

TASK 2 PUBLIC INVOLVEMENT

- **Outreach:**
 - The Brownfields Project Manager or another team member will provide quarterly updates at the meetings of the Board of Aldermen. An initial report will be made when the Board is requested to formally accept the grant. These meetings are recorded and televised on the local cable television station.
- **Project Updates and other Public Information:**
 - An initial meeting will be conducted close to the beginning of the project. Members of the Greater Duffyfield Residents Council, Historic Riverside Neighborhood Association, Historic Downtown Neighborhood Association, Uptown Business and Professional Association, and other community and city-wide organizations will be invited to attend.
 - Periodic reports will be made to the groups listed above and other interested organizations, as requested.
 - The Brownfields Project Manager will ensure Brownfields information is included on the City of New Bern website, to include periodic updates.
 - Fact sheets and other brochures will be made available to organizations representing and operating within the affected neighborhoods.
 - Additional detail will be included in a separate Public Involvement Plan.

TASK 3 SITE INVENTORY AND CHARACTERIZATION

A. Site Inventory:

The Brownfields Project Manager will monitor the activities of the contractor to ensure proper public input and thorough inventory is achieved for both Hazardous Substances and Petroleum sites. Already existing information and much of the information gathered during the Public Involvement meetings early in the process will be used for the Site Inventory.

B. Candidate Site Identification:

Site eligibility among the sites identified in the inventory will be verified with the EPA and North Carolina Brownfields Program, and Phase I Environmental Site

Assessments (ESAs) will be conducted on the highest priority sites. The city will use the following prioritization and selection criteria:

- Sites must be abandoned or underutilized and meet the Site Eligibility requirements for brownfield grant projects beginning on page 9 or the Guidelines for Brownfields Assessment Grants;
- Abandoned and underutilized former gasoline stations will be given first consideration (for petroleum grant);
- Sites must pose a threat to human health and the environment;
- Sites must have a significant impact on the community; with a good proposed beneficial reuse and expressed market interest;
- Site redevelopment or reuse must have the potential to contribute to the overall redevelopment and revitalization of the community;
- Commitment of the site owner to the brownfields redevelopment process, including for site access through an approved access agreement.

The Brownfields Project Manager will be responsible for ensuring all required property specific information is entered into the ACRES database.

C. Site Characterization – Phase I Assessment:

The City of New Bern anticipates conducting approximately ten (10) Phase I assessments under the Hazardous Substances grant at an average cost of \$3,600 each and ten (10) Phase I assessments under the Petroleum grant at an average cost of \$3,500 each. The sites will be verified with the EPA and the NC Brownfields Program prior to assessment. The information collected will be used to determine the top priority sites for the Phase II ESAs. The Brownfields Project Manager will coordinate the fieldwork with the contractor. The Project Manager will also ensure that all requirements relating to Endangered Species Act (ESA), National Historic Preservation Act (NHPA), and Clean Water Act Section 404, are met prior to commencement of the fieldwork.

D. Site Characterization – Phase II Assessment:

The City of New Bern anticipates conducting approximately five (5) Phase II ESAs under the Petroleum grant at an average cost of \$2,200 each and three (3) Phase II ESAs under the Hazardous Substances grant at an average cost of \$3,600 each. The City will use the following prioritization and selection criteria:

- Sites must be abandoned or underutilized and meet the Site Eligibility requirements for brownfield grant projects beginning on page 9 or the Guidelines for Brownfields Assessment Grants;
- Abandoned and underutilized former gasoline stations will be given first consideration (for petroleum grant);
- Sites must pose a threat to human health and the environment;

- Sites must have a significant impact on the community; with a good proposed beneficial reuse and expressed market interest;
- Site redevelopment or reuse must have the potential to contribute to the overall redevelopment and revitalization of the community;
- Commitment of the site owner to the brownfields redevelopment process, including for site access through an approved access agreement.

The Project Team will prepare a Quality Assurance Project Plan (QAPP) , a Health and Safety Plan (HSP), and a Sampling and Analysis Plan (SAP) for each site where a Phase II ESA will be performed. These plans will identify and establish practices and procedures to assure that the overall project will be implemented in a manner that provides acceptable, useable results according to the US EPA guidelines and recommendations. The plans will be submitted to the EPA and the NC Brownfields Program for review and approval prior to performance of any sampling. A copy of each plan will be inserted into the Cooperative Agreement Work Plan.

Environmental assessments under this project will be conducted by qualified contractors and in accordance with the EPA's All Appropriate Inquires Final Rule.

TASK 4 CLEANUP PLANNING

The contractor will prepare an Analysis of Brownfields Cleanup Alternatives (ABCA) and/or equivalent State required documents describing the findings of the assessment phases and presenting an evaluation of cleanup alternatives. This will be submitted to the NC Brownfields Program for review and approval.

The ABCA will summarize information about the site and contamination including, but not limited to, exposure pathways, identification of contaminants; contaminant levels and contaminant sources, source volume or other estimates as needed; cleanup standards; applicable laws; alternatives considered (at least two, evaluated in terms of effectiveness, implementability and cost); and the proposed cleanup plan.

The proposed cleanup plan will include the cleanup standards to be achieved and any institutional, land use or engineering controls that will be required as part of the cleanup. The plan will be forwarded to the NC Brownfields Program to ensure it will be acceptable to the State of North Carolina.

3.0 WORKPLAN / REPORTING TEMPLATE (Attachment 1)

The attached workplan/reporting template will be used to align the City's project tasks with the specific milestones, delivery dates and responsible party. It will also be used for quarterly reporting of each task against the original workplan.

4.0 DETAILED PROJECT SCHEDULE (Attachment 2)

The attached Detailed Project Schedule will be followed to ensure timely completion of the grant activities.

Attachment 1: City of New Bern, NC Workplan / Quarterly Reporting Template:

CAR Name: City of New Bern, North Carolina		Cooperative Agreement Number:	
Date Submitted:		Quarterly Report Number:	
Task 1: Project Management and Reporting			
Subtask / Activity	Deliverable/ Outputs / Milestone	Target Date ¹	Lead Party
A. Assemble internal team. Establish project schedule.	Team established. Schedule developed.	Qtr. 1	PM, team
B. Attend Region 4 2009 Grantees Workshop	Workshop attended.	July, 2009	PM & 1 team member
C. Prepare RFP for procuring contractor support. Mail to interested parties. Advertise in newspapers.	Bid package complete and sent to potential contractors.	Qtr. 1	PM
D. Select contractor and forward award to Board of Aldermen for approval.	Contractor selected and approved by Board of Aldermen. Contract signed.	Qtr. 2	PM, team
E. Complete Public Involvement Plan	Public Involvement Plan completed.	Qtr. 1	PM, team
F. Kick-off meeting held.	Kick-off meeting complete	Qtr. 2	Team
G. Grant Project Reporting and Performance Evaluation: a. Quarterly Progress Reports to EPA & State, Quarterly reporting to Recovery Reporting.gov b. Final Grant Reporting	Quarterly Progress Reports (10 days after end of qtr.) Final Rpt (90 days after grant)	Oct, 10, Jan 10, April 10, July 10, 1/30/2012	PM
H. Attend National Brownfields workshop	Workshop attended.	Nov, 2009	PM and 1 team member
I. Attend annual NC Brownfields workshop	Workshop attended.	annual	Team
Cost Estimates for Task 1²: 1) Travel to Asheville: Mileage: \$400 Hotel: \$105/day x 3 nights x 2 people = \$630 Per diem: \$49/day x 2 = \$98 \$36.75/day x 2= 73.50 Total per diem = \$171.50 \$171.5 x 2 people = \$343 Total travel = \$1,373 2) Travel to New Orleans: Flight: \$600 Hotel \$200/day x 3 nights= \$600 Per diem approx: \$300 Total \$1,500 x 2 people = \$3,000 x 3 years = \$9,000			

<p>3) Local site related travel: Mileage: \$0.55/mi = \$200/yr x 3 years = \$600</p> <p>4) Travel to NC Brownfields workshops: Mileage: \$0.55/mi x 100 mi. – \$55.00 Per diem</p> <p>4) RFP newspaper advertising: \$100 x 2 newspapers = \$200</p> <p>5) Personnel Costs – Estimated time to be spent on project tasks: Project Manger approx 6-7% of time over the 3 years = \$10,569 Land and Community Development Coordinator approx. 3% of time over the 3 years = \$6,704 Director, Planning and Inspections approx. 2 – 3 percent of time over the 3 years = \$8,770</p> <p>6) Fringe Benefits were estimated at approximately 25% of the total personnel costs = \$6,500</p>
<p>Actual Accomplishments and Progress Reporting for <u>(fill in the blank)</u> Reporting Period: <i>Use this area to provide a description of the progress made during the reporting period for this task. Be detailed and descriptive.</i></p>

CAR Name: City of New Bern, North Carolina		Cooperative Agreement Number:	
Date Submitted:		Quarterly Report Number:	
Task 2: Public Involvement			
Subtask / Activity	Deliverable/ Outputs / Milestone	Target Date	Lead Party
A. Setup Information Repository for Public Information	Repository established	Qtr. 1	PM, team
B. Public Involvement Plan Developed	Plan complete	Qtr. 1	PM, team
C. Update City website to include Brownfields information	Website updated	Qtr. 1	PM, team
D. Initial report to Board of Aldermen	Report presented	Qtr. 1	PM, team
E. Quarterly reports to Board of Aldermen	Report presented	Every qtr.	PM, Team
F. Monthly meetings of Brownfields Steering Committee	Meeting conducted	Every month	Team
G. General meeting to update community after Phase I	Meeting conducted	Qtr. 4	Team
H. General meeting to update community after Phase II	Meeting conducted	Qtr. 8	Team
I. Reports/presentations to community groups	Meeting conducted	As needed	PM, team;
J. General meeting to update community on project completion with ABCA	Meeting conducted	Qtr. 10	Team
Cost Estimates for Task 2: 1) Supplies: \$1,200 2) Contractor: \$14,000 3) Personnel: \$12,000 4) Fringe Benefits: \$3,000			
Actual Accomplishments and Progress Reporting for <i>(fill in the blank)</i> period: <i>Use this area to provide a description of the progress made during the reporting period for this task. Be detailed and descriptive.</i>			

CAR Name: City of New Bern, North Carolina Date Submitted:				Cooperative Agreement Number: Quarterly Report Number:			
Task 3: Site Inventory and Characterization							
Subtask / Activity		Deliverable/ Outputs / Milestone	Target Date	Lead Party			
A. Initial meeting with Brownfields Steering Committee to receive input on potential sites		List of potential sites	Qtr. 2	Team			
B. Initial community meetings to receive input on potential sites		List of potential sites	Qtr. 2	Team			
C. Identify sites which may be contaminated by hazardous substances or petroleum (complete inventory)		Complete inventory list	Qtr 2	Team,			
D. Evaluate and rank sites; select sites for Phase I assessment		List of selected sites	Qtr 3	Team; BSC			
E. Forward site information to EPA and NC Brownfields for verification		Verifications from EPA and NC Brownfields Program	Qtr. 3	PM; Contractor			
F. Enter site information in ACRES		Information entered	Qtr 3	PM, Contractor			
G. Develop community-wide QAPP		Completed plan	Qtr 3	Team			
H. Research history of sites and determine current ownership		Report	Qtr. 3	Contractor			
I. Contact property owners and establish cooperation		Signed agreements	Qtr. 4	Team, BSC			
J. Evaluate and rank sites; select sites for Phase II assessment		List of ranked sites	Qtr 5	PM, Team, Contractor			
K. Enter site information in ACRES		Information entered	Qtr 5	PM, Contractor			
L. Prepare HSP and SAPs for each site		Completed plans	Qtr 6	PM, Team, Contractor			
M. Submit QAPP, HSP and SAPs for each site to EPA and NC Brownfields Program for approval		Approvals	Qtr 7	PM			
N. Perform sampling and analysis for each site		Report for each site	Qtr 8	Contractor			

<p>Cost Estimates for Task 3: (include cost estimates here)</p> <p>1) Contractor: Petroleum \$150,000 Hazardous Substances: \$150,000</p> <p>2) Supplies: \$700 3) Personnel: \$8,000 4) Fringe Benefits: \$1000</p>			
<p>Actual Accomplishments and Progress Reporting for <i>(fill in the blank)</i> period: <i>Use this area to provide a description of the progress made during the reporting period for this task. Be detailed and descriptive.</i></p>			

CAR Name: City of New Bern, North Carolina		Cooperative Agreement Number:	
Date Submitted:		Quarterly Report Number:	
Task 4: Cleanup Planning and Institutional Controls			
Subtask / Activity	Deliverable/ Outputs / Milestone	Target Date	Lead Party
A. Develop ABCA for each site	ABCA for each site	Qtr 8	Contractor
B. Review and evaluate ABCAs for each site	Team evaluation	Qtr 9	PM, Team, BSC
C. Submit ABCA to NC Brownfields Program for review and approval	Approval from NC Brownfields Program	Qtr 9	PM
Cost Estimates for Task 4: (include cost estimates here) Contractor: \$40,000 Supplies: \$600 Personnel: \$6,043 Fringe Benefits: \$1,500			
Actual Accomplishments and Progress Reporting for <i>(fill in the blank)</i> period: <i>Use this area to provide a description of the progress made during the reporting period for this task. Be detailed and descriptive.</i>			

Budget updates template included here is for quarterly reporting only. SF424 budget forms suffice for final workplan budget documentation. Community-wide quarterly budget reporting must be site-specific (separate from this chart).

Hazardous Substance Budget				
Budget Update:				
Expense Category	Current Approved Recovery Act Budget (from workplan)*	Recovery Act Costs Incurred This Quarter	Recovery Act Costs Incurred To Date	Total Recovery Act Funds Remaining
Personnel	\$13,043			
Fringe Benefits	\$3,250			
Travel	\$5,457			
Equipment	0			
Supplies	\$1,250			
Contractual	\$177,000			
Other				
Total	\$200,000			

Petroleum Substance Budget				
Budget Update:				
Expense Category	Current Approved Recovery Act Budget (from workplan)*	Recovery Act Costs Incurred This Quarter	Recovery Act Costs Incurred To Date	Total Recovery Act Funds Remaining
Personnel	\$13,000			
Fringe Benefits	\$3,250			
Travel	\$5,500			
Equipment	0			
Supplies	\$1,250			
Contractual	\$177,000			
Other				
Total	\$200,000			

* example budget figures. Use the actual budget figures from the SF424

Site Specific Budget Summary:

Site Name	Current Quarter Costs	Cumulative Costs Incurred to Date

Attachment 2: Guideline for Detailed Schedule Development

Time from Notice of Selection	Actions
Grant Commitment and Planning Phase	
0 month	Notice of Selection, Conference Call held May 7, 2009
3 weeks	Grant Application Submitted with Draft Work Plan and detailed schedule CAR Internal Grants Management Team is in place with set roles
2-3 months	EPA executes grant award
2-3---> months	EPA works with CAR to finalize draft workplan (by 30 days after grant award date)
July 20 – 22, 2009	New Grantee Workshop in Asheville, NC http://www.trainex.org/offeringlist.cfm?courseid=794&all=yes password: R4Brownfields

	Time from Grant Award	Actions
Planning	Getting Contractor on Board	
	0 months	Grant award
	<---1 month	Workplan revisions beginning before grant award is final within 30 days after grant award date
	0 - 3	Request for Proposal (RFP) for contractor procurement is prepared
	4 months	Consultant contract executed and Contractor on-board First Meeting with Brownfields Steering Committee(BSC) Kick-off meeting held with City, Contractor, EPA, North Carolina Brownfields Program
	4 months	Quarterly Report 1 is due October 10, 2009(10 days after 1 st quarter ends) Reimbursement Request Submitted; Disadvantaged Business Enterprise (DBE) and Public Involvement Plan due with October quarterly report
Grant Specific Schedule		
Year 1	November 16 – 18, 2009	National Brownfields Conference, New Orleans, LA www.Brownfields2009.org
	4 - 8 months	Site Inventory activities completed / Site Selection Priority Process established and implemented
	7 – 9 months	Phase I activities initiated on high priority site Endangered Species Act and National Historic Preservation Act assessments, etc. are initiated
	7 – 9 months	ACRES forms are completed within 30 days of site ID
	7 months	Quarterly Report 2 is due January 10, 2010 (10 days after 2 nd quarter ends) Reimbursement Request Submitted
	8 – 9 months	Develop Community-wide QAPP
	10 months	Quarterly Report 3 is due April 10, 2010 (10 days after 3 rd quarter ends) Reimbursement Request Submitted; Disadvantaged Business Enterprise (DBE) due with April quarterly report
	10 – 12 months	Contact property owners and sign agreements
	10 months	Assess status to ensure work is on target to meet set year end goals; if not inform EPA-PO ASAP in writing
	13 - 15 months	Evaluate and rank sites. Select sites for Phase II assessment. Update ACRES.
	13 months	Quarterly Report 4 is due July 10, 2010 (10 days after 4 th quarter ends) Reimbursement Request Submitted
	16 - 18 months	Develop HSP. Develop SAPs for each site.
	16 – 18	Phase II reports are being finalized/ ACRES forms are being updated/

Year 2	months	CAB has been engaged in Phase II findings
	16 months	Quarterly Report 5 is due October 10, 2010 (10 days after 5 th quarter ends) Reimbursement Request Submitted/ Disadvantaged Business Enterprise (DBE) due with October quarterly report
	18 – 21 months	Sampling & Analysis Plans (SAPs) submitted to EPA/State for approval for each property
	18 - 21 months	Make sure all work has been entered in ACRES.
	21 – 24 months	Perform Phase II ESAs for each site.
	21– 24 months	Begin clean-up planning (ABCA) on sites where cleanup funds may be desired Begin securing/seeking financial support for cleanup
	18 months	Half of 3 year grant is complete; check-in with EPA/State for any modifications to workplan budget or scope of work
	19 months	Quarterly Report 6 is due January 10, 2011(10 days after 6 th quarter ends) Reimbursement Request Submitted
	22 months	Quarterly Report 7 is due April 10, 2010 (10 days after 7 th quarter ends) Reimbursement Request Submitted/ Disadvantaged Business Enterprise (DBE) due with April quarterly report
	24 months	One year left on grant; Ensure concrete plans are in place to accomplish goals for the grant and to spend remaining grant funds/ all or most QAPPs and SAPs for Phase IIs should be submitted (No QAPPS will be accepted after month 30)
	25 months	Quarterly Report 8 is due July 10, 2011 (10 days after 8 th quarter ends) Reimbursement Request Submitted
	25 – 27 months	Submit ABCA to EPA and NC Brownfields Program for review/comment
	28 months	Quarterly Report 9 is due October 10, 2011 (10 days after 9 th quarter ends) Reimbursement Request Submitted/ Disadvantaged Business Enterprise (DBE) due with October quarterly report
	28 months	Make sure all work has been entered in ACRES so that credit is given for all of CAR's accomplishments
	30 months	6 months remain on the grant; Start winding down activities in preparation for grant closing;
	31 months	Quarterly Report 10 is due January 10, 2012(10 days after 10 th quarter ends) Reimbursement Request Submitted
	34 months	Quarterly Report 11 is due April 10, 2012 (10 days after 11 th quarter ends) Reimbursement Request Submitted/ Disadvantaged Business Enterprise (DBE) due with April quarterly report
	35 month	Reconcile accounts; collect remaining invoices for submission; gather deliverables for final close-out report
	36 months	Grant closes; no further costs can be incurred after final date
	37 months	Quarterly Report 12 is due July 10, 2012 (10 days after 12 th quarter ends); may serve as Final Close-out Report if all project documentation is complete and ready.
	37 – 39 months	Submit final request for reimbursement with Final FSR (Standard Form 269) All Close-out documentation and final deliverables due w/in 90 days after grant end date.